

The Kansas Department of Agriculture is devoted to the total support of agriculture in Kansas. While we must fulfill our statutory obligations, the department is dedicated to providing support and assistance to make Kansas farms, ranches and agribusinesses successful and help them grow if that is their desire. We also encourage more farms, ranches and other agriculture business to expand in or relocate to Kansas. This checklist will help guide you through various resources and requirements for opening and operating a typical Kansas food processor. In addition to license requirements by the Kansas Department of Agriculture, other Kansas agencies as well as local or federal government agencies may have regulatory requirements to follow. Contact your local planning authority to ensure you follow all local business development laws, rules, regulations and guidelines. This guide is designed to assist you as you work to build and operate a successful food processor in Kansas.

✓	Department	Description	Renewal
	Kansas Small Business Development Center (KSBDK)*	The KSBDK is a network of service centers located throughout Kansas offering business consulting to small businesses. Call 800-452-6727 for more information.	Prior to starting
	Kansas Business Center*	The Kansas Business Center is a resource for information, filings, and personal assistance to start or maintain a Kansas business. Call 877-521-8600 for more details.	Prior to starting
	Office of the Secretary of State	Complete the appropriate filings and forms for a business entity required by the Kansas Secretary of State. Call 785-296-4564 for more information.	Prior to starting
	Department of Revenue	Visit the Department of Revenue website to find important business tax information . Call 785-368-8222 for more information.	Prior to starting
	U.S. Food and Drug Administration (FDA)	Owners, operators, or agents in charge of domestic or foreign facilities that manufacture/ process, pack, or hold food for consumption in the United States are required to register the facility with the FDA. Login and create an account to register a food facility .	Prior to starting
	Department of Agriculture, Food Safety	Complete the Food Processing License application if food will be provided for further distribution. To learn more about starting a food business , contact Food Safety and Lodging at 785-564-6767 or FSL@kda.ks.gov for more information.	Prior to starting, April 1
	Department of Agriculture, Meat and Poultry	If wholesale meat processing is part of your processing company, look to the Meat and Poultry Inspection Registration website. For recommended building requirements, use Recommended Physical Standards for Meat and Poultry Slaughter/Processing Plants . There is also a New Facility Handbook to provide guidance for the regulatory requirements of sanitation and the design and construction of meat and poultry slaughter and processing plants. Visit Meat & Poultry Inspection or call 785-564-6776 for more information.	Prior to starting, January 1
	Department of Agriculture, Weights and Measures	No license is needed from Weights and Measures, but a food processor with scales must hire a licensed service company to test the scales once annually if the scales are utilized for any commercial transaction. Visit the Weights & Measures website for more information, or call 785-564-6683.	Annual service
	K-State Research and Extension, Kansas Value Added Foods Lab*	The lab staff offers food-related businesses, processors, and entrepreneurs numerous services . For the full list of services and pricing refer to the Fees and Information (Kansas only). Call 785-532-1668 or email kvaf@ksu.edu for more information. There is additional information available for value added meat processors and grain products .	For each new product
	Department of Health and Environment, Bureau of Waste Management	Facilities producing specialized organic waste may compost or apply this material to the land. Composting facilities less than one-half acre must register with KDHE, and facilities greater than one-half acre must obtain a permit . A permit must also be obtained to apply organic waste to land. For more information, review the KDHE Solid Waste webpage, or call 785-296-1121.	Prior to composting or land application

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This guide is for informational purposes only. It is not intended to be an exhaustive list of requirements for operating a Kansas agribusiness entity. Please contact the appropriate agencies or organizations for specific requirements applicable to your business.

** Indicates that the information listed is merely a useful resource and not a requirement for operating the business*

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